



Thrift Savings Plan Forms

August 2001

Form		Purpose	Bulletin Number/Date	Source		Completed by	Submitted to	Original Retained by
Number	Name			For Agency	For Participant			
TSP-1 Revised 5/01*	<u>TSP Election Form</u>	Start, stop, or change contribution percentages for TSP contributions	TSP 01-7 (3/14/01)	UNICOR via TSP Coordinator	Personnel Office	Participant	Personnel Office	Official Personnel Folder (OPF) (permanent record)
TSP-2 Revised 5/01*	Certification of Transfer of Funds and Journal Voucher	Certify amounts submitted to the TSP record keeper for input to the TSP system	TSP 01-2 (1/10/01)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2-E Issued 12/90, Revised 5/01	Request to Calculate Lost Earnings: Certification of Transfer of Funds and Journal Voucher	Transmit lost earnings records to the TSP record keeper	TSP 01-2 (1/10/01)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2-EG Issued 5/01	Request to Calculate Lost Earnings at G Fund Rates of Return: Certification of Transfer of Funds and Journal Voucher	Transmit lost earnings records to the TSP record keeper	TSP 01-02 (1/10/01)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2-L Issued 5/88	Certification of Transfer of Funds and Journal Voucher for Loan Payments	Certify the loan payment amounts submitted to the TSP record keeper for input to the TSP system	TSP 88-26 (6/9/88)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper

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TSP-3 Revised 10/96*	<u>Designation of Beneficiary</u>	Name persons to receive TSP account balance in the event of participant's death	TSP 96-31 (10/28/96)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-5 Revised 5/01*	Employee Data/ Payment/Negative Adjustment Record Input Form	Transmit TSP data to the TSP record keeper in lieu of transmission by magnetic tape or diskette (via TSP PC Program)	TSP 01-10 (3/27/01)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-5L Issued 5/88	Loan Payment Records Input Form	Transmit TSP loan data to the TSP record keeper in lieu of transmission by magnetic tape	TSP 88-26 (6/9/88)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-5-R Issued 5/95	Request to Restore Forfeitures	Notify record keeper of need to restore forfeitures	TSP 95-18 (5/18/95)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-8-A Issued Semiannually	Participant State- ment (FERS)	Semiannual state- ment of participant's account activity	TSP 95-33 (11/1/95)	N/A	Record keeper	Record keeper	Participant	Participant
TSP-8-B Issued Semiannually	Participant State- ment (CSRS)	Semiannual state- ment of participant's ac- count activity	TSP 95-33 (11/1/95)	N/A	Record keeper	Record keeper	Participant	Participant
TSP-9 Revised 6/94*	<u>Change of Address for Separated Participants</u>	For participants no longer employed by the Federal Government to change address for TSP records	TSP 94-18 (7/19/94)	UNICOR via TSP Coordinator	Personnel Office (when leaving service) Record keeper (if separated)	Participant (after separation)	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-11-A Revised 11/94*	Annuity Request	Choose annuity option	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Annuity Vendor
TSP-11-B Revised 11/94*	Beneficiary Designation for a TSP Annuity	Name persons to receive the annuity in the event of participant's death (required for cash refund or 10-year certain feature)	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Annuity Vendor
TSP-11-C Revised 11/94*	Spouse Information and Waiver	Provide spouse's waiver of survivor annuity (FERS) or address (CSRS) in order to satisfy spouse's rights requirements	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Record keeper
TSP-13-S Issued 12/93	Spouse Election to Transfer to IRA or Other Eligible Retirement Plan	Transfer a portion of a death or court-ordered payment to an IRA, OR Transfer a portion of a court-ordered payment to an eligible retirement plan	No Bulletin issued	N/A	N/A	Spouse of deceased participant; spouse or former spouses who will receive court-ordered payments from a TSP account	Record keeper	Record keeper
TSP-15 Revised 11/94*	<u>Change in Name</u>	For participants no longer employed by the Federal Government to change name for TSP records	No Bulletin issued	N/A	Record keeper	Participant (after separation)	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-16 Revised 11/94*, 3/95, 10/97	<u>Exception to Spousal Require- ments</u>	Request waiver of spouse notice or sig- nature requirements for loans and with- drawals	TSP 98-12 (4/9/98)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-17 Issued 8/87, Revised 3/98	<u>Information Relat- ing to Deceased Participant</u>	Obtain information about beneficiaries for distribution of TSP account balance after participant's death	TSP 98-14 (4/15/98)	UNICOR	Personnel Office (if participant died in service) Record keeper (if participant was separated)	Participant's beneficiaries or third party act- ing on behalf of beneficiaries	Record keeper	Record keeper
TSP-19 Revised 5/01*	Transfer of Infor- mation Between Agencies	Transfer TSP infor- mation between agencies or payroll offices	TSP 01-12 (3/30/01)	Local Reproduction	N/A	Gaining agency Personnel Office	Gaining agency Payroll Office (if required by agency)	Gaining agency Personnel or Payroll Office
TSP-20 Revised 2/98*	<u>Loan Application</u>	Apply for a loan from TSP account	TSP 98-6 (2/23/98)	UNICOR via TSP Coordinator	Personnel Office	Participant	Record keeper	Record keeper
TSP-21 Revised 4/96*	Loan Agreement/ Promissory Note	Agree to loan terms and promise to repay	TSP 88-9 (3/11/88)	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-21-R Issued 2/88	Residential Loan Documentation	Document expenses for purchase of pri- mary residence; accompanies TSP-21	TSP 88-13 (3/11/88)	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-21-Rider Reamortization Issued 8/89	Rider to Loan Agreement/Prom- issory Note	Reamortize loan terms and promise to pay	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-22 Revised 4/96*	Loan Payment Allotment Form	Certify information about participant and loan payment allotments	TSP 88-14 (3/11/88) TSP 91-22 (8/8/91)	N/A	Record keeper	Participant	Record keeper	Payroll Office

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Number	Name			For Agency	For Participant			
TSP-22-R Revised 9/91*	Loan Payment Allotment Form – Reamortization	Certify information about participant and reamortize loan payment allotments	TSP 91-22 (8/8/91)	N/A	Record keeper	Participant	Record keeper	Payroll Office
TSP-23 Issued 4/88	Loan Payment Schedule	Inform participant of loan payment schedule	TSP 88-23 (5/13/88)	N/A	Record keeper	Record keeper	Participant	Participant
TSP-23-R Issued 8/89	Loan Payment Schedule – Reamortization	Inform participant of reamortized loan payment schedule	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-24 Issued Quarterly	Loan Statement	Quarterly statement of loan activity	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-31-A Revised 5/01*	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by TSP ThriftLine	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-31-B Revised 5/01*	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by Form TSP-50	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-31-C Revised 5/01*	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made on the TSP Web site	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-33 Revised 5/01*	Confirmation of Request for Inter- fund Transfer Through the ThriftLine	Notify participant of interfund transfer requested on the ThriftLine	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant

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Number	Name			For Agency	For Participant			
TSP-33-C Issued 5/01	Confirmation of Request for Interfund Transfer Through the Web Site	Notify participant of interfund transfer requested on the TSP Web Site	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-34 Revised 5/01	Confirmation of Cancellation of Interfund Transfer Through the ThriftLine	Notify participant that interfund transfer request made on the ThriftLine has been cancelled	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-34-C Revised 9/98*	Confirmation of Cancellation of Interfund Transfer Through the TSP Web Site	Notify participant that interfund transfer request made on the Web site has been cancelled	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-40 Revised 7/01*	Publications Order Form	Order materials from UNICOR Warehouse	No Bulletin issued	FRTIB (Departmental TSP Coordinator only)	N/A	Departmental TSP Coordinator	UNICOR Warehouse	UNICOR Warehouse
TSP-41 Issued 5/95	Notification to TSP of Nonpay Status	Notify record keeper of participant's status if participant in nonpay status has a TSP loan	TSP 01-22 (5/3/01)	Local Reproduction	N/A	Personnel or Payroll Office	Record keeper	Record keeper
TSP-50 Issued 5/01	<u>Investment Allocation</u>	Request or change a contribution allocation or change the distribution of account balance among the five funds	TSP 01-09 (3/21/01)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (after separation)	Participant	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-51 Issued 5/01	Confirmation of Contribution Allocation	Notify participant of result of Contribution Allocation	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-52 Issued 5/01	Confirmation of Cancellation of Contribution Allocation	Notify participant that contribution allocation request has been cancelled	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-60 Issued 7/01	Request for a Transfer Into the TSP	Request the TSP to accept a transfer/ rollover of an eligible rollover distribution into the TSP	01-28 (7/19/01)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (after separation)	Participant and administrator or custodian of qualified retirement plan	Record keeper	Record keeper
TSP-70 Revised 3/01*	<u>Withdrawal Request (with attached TSP-70-T, Transfer Information)</u>	Request withdrawal option for TSP account	TSP 01-14 (3/30/01)	UNICOR via TSP Coordinator	Personnel Office (when separating) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-70-T Revised 3/01*	<u>Transfer Information (attached to Form TSP-70)</u>	Provide information to transfer all or part of payment(s) to IRA or other eligible retirement plan	TSP 01-14 (3/30/01)	UNICOR via TSP Coordinator	Personnel Office (when separating) Record keeper (if separated)	Participant and IRA/Plan	Record keeper	Record keeper
TSP-71 Issued 11/94	Alternatives to Automatic Cashout (with attached TSP-70-T, Transfer Information)	Request accelerated cashout; transfer all or part of cashout to IRA or other eligible retirement plan; or keep account in the TSP	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-72 Revised 5/01*	<u>Request for TSP Materials</u>	Request TSP with- drawal materials and/or report change in address	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-73 Revised 1/96*	Change in Monthly Payments	Change from a series of monthly pay- ments to a final single payment; change the portion of monthly payments transferred to an IRA/plan; change information about current IRA/plan; designate a new IRA/plan	No Bulletin issued	N/A	Record keeper	Participant (who is receiving monthly pay- ments from his or her account)	Record keeper	Record keeper
TSP-74 Issued 1/96	Request for Direct Deposit	Request direct de- posit of monthly payments via elec- tronic funds transfer	No Bulletin issued	N/A	Record keeper	Participant (who is or will be re- ceiving monthly payments from his or her account)	Record keeper	Record keeper
TSP-75 Issued 10/97, Revised 5/98, 7/01	<u>Age-Based In-Ser- vice Withdrawal Request (with attached TSP-75-T, Transfer of Age- Based In-Service Withdrawal)</u>	Request an in-serv- ice withdrawal for participants age 59½ or older	[To be determined]	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-75-T Issued 10/97, Revised 5/98, 7/01	<u>Transfer of Age- Based In-Service Withdrawal</u>	Provide information to transfer all or part of an age-based in-service withdraw- al payment to an IRA or other eligible retirement plan	[To be determined]	N/A	Record keeper	Participant	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-76 Revised 7/01*	<u>Financial Hard- ship In-Service Withdrawal Re- quest</u>	Request a financial hardship in-service withdrawal	[To be determined]	N/A	Record keeper	Participant	Record keeper	Record keeper

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